

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

CHAPTER 10

ACQUISITION AND DISPOSITION OF GSA OR COMMERCIALLY LEASED VEHICLES

1. PURPOSE

This chapter describes the requirements for the acquisition and disposition of vehicles obtained through the GSA or commercial leasing companies.

2. POLICY

- a. Area, local, and laboratory offices must contact the appropriate regional office or equivalent when there are any requirements for additional vehicles.
- b. Before requesting commercially leased or GSA Interagency Fleet Management System (IFMS) vehicles, the regional office or equivalent will determine whether the reassignment of a currently owned or leased vehicle, use of a privately owned vehicle, or vehicle sharing can meet the program need.
- c. The local IFMS office will be contacted by the regional office before commercially leased vehicles may be obtained.
- d. All invoices will be submitted to the National Finance Center (NFC) for payment. NFC will charge the invoice amounts to the appropriate accounting code. It is important that the local office compare the receipts for services against the transaction reports received from NFC. If there are errors in charges, notify MRP-BS Claims and Payments Section, immediately.

3. GSA IFMS VEHICLES

- a. The regional office or equivalent will provide the following information to the IFMS nearest to the location where vehicles are needed:
 - (1) The quantity and type of vehicles (e.g., compact sedan, 4x4 pickup truck, 4x2 mini-van) needed;
 - (2) A list of desired options (e.g., 6-cylinder engine, air- conditioning, automatic transmission);
 - (3) Specific reason(s) why additional vehicles are needed;

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- (4) A brief description of the proposed use and estimated length of time the vehicle will be required;
 - (5) Estimated monthly mileage per vehicle;
 - (6) Location(s) where the vehicles will be used;
 - (7) Billing Office Address Code (BOAC) and Fund Code; and
 - (8) The driver's name and telephone number.
- b. IFMS will provide any instructions pertaining to the use of the vehicles. If the IFMS cannot provide the vehicles, request that the response be documented.
- c. IFMS has the right to withdraw any of its vehicles from MRP use if:
 - (1) The Voyager Fleet Credit Card is not used or misused.
 - (2) A vehicle is misused or improperly operated.
 - (3) The operator is at fault in an accident or is charged with reckless driving or other traffic violations.

4. COMMERCIALLY LEASED VEHICLES

- a. The regional office must contact the Personal Property Section, ASD, to request the use of commercially leased vehicles, if the IFMS cannot furnish the vehicles.
 - (1) Submit Form AD-700, Procurement Request, to the Personal Property Section, ASD.
 - (2) Include the information in 3.a. above on the AD-700. Section 3.a.(3) should include the name and address of each IFMS contacted, the Fleet Manager's name, and the written response received from the IFMS.
- b. ASD, Personal Property Section, will submit a request to MRP- BS, ASD, PPPB for authority to commercially lease the vehicles.
- c. ASD, PSB will notify ASD, Personal Property Section in writing of the leasing approval/disapproval. ASD, Personal Property Section will notify the requesting office of the decision and provide further instructions or guidance.

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5. RETURNING VEHICLES

The regional office will:

- a. Notify the IFMS or the commercial leasing company to arrange for the return of vehicles.
- b. Ensure the removal of all MRP-owned items, including identification and decals, from vehicles before they are returned.
- c. Provide the following information on commercially leased vehicles to ASD, Personal Property Section after return:
 - (1) Total number of vehicles leased and the cost (returned vehicles).
 - (2) Year, make, and model of each leased vehicle (returned vehicles).
 - (3) VIN and license plate numbers.
 - (4) Total gasoline cost, separately identifying alternative fuels.
 - (5) Total maintenance and repair cost.
 - (6) Total number of days used and total miles driven.

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